



EMPLOYMENT OPPORTUNITY: OFFICE MANAGER

Recollective, a values-based multidisciplinary green building and sustainable community consulting company in Vancouver, is seeking an energetic, highly organized, and creative full-time Office Manager to join our team.

The successful candidate must possess integrity and enthusiasm, as well as strong leadership qualities and management skills. As the Office Manager is often the point-of-contact for clients and consultants, successful candidates must demonstrate a high level of professionalism and attention to detail. This position is primarily composed of office management, but also includes some marketing and basic green building project coordination support.

We offer a competitive benefits package. Compensation is negotiable and commensurate with experience.

Responsibilities

- General office management and administrative support
- Implement new and manage existing office management systems, tools, and policies
- Basic bookkeeping: issue invoices, process payments
- Handle mail, prepare courier documents as required
- Implement ethical purchasing policies
- Liaise with IT
- Organize and maintain digital and hardcopy resource libraries
- Arrange travel
- Basic communications and marketing (updating website, etc)
- Proposal writing
- LEED project documentation support.

Qualifications

- Commitment to environmental responsibility and social equity
- 1-3 years relevant experience
- Strong writing and editing skills
- Excellent office computer skills, MS Office Suite or equivalent
- Strong attention to detail and outstanding ability to organize, prioritize and multi-task
- Self-directed and motivated
- Ability to work in a dynamic environment
- Outstanding phone and people skills.

Preferred Skills / Experience

- Graphic design abilities
- Marketing experience
- Bilingual
- Basic bookkeeping experience with QuickBooks
- Diploma / degree in business or other related field
- LEED AP, or willingness to become LEED AP.



Please submit resumes via email to info@recollective.ca prior to 12 Noon Friday, July 20th, 2007.

While we truly appreciate all applications, only those selected for interview will be contacted.

About Recollective

Recollective is a values-based, multi-disciplinary green building and sustainable community consulting firm comprised of some of the top green building experts in Canada. We have successfully completed nine LEED certified projects and are currently consulting on over 30 active LEED projects. Beyond buildings, Recollective also provides consulting services to municipalities and large developers in areas such as sustainable land-use strategies and green building guidelines and policies.

Recollective is a member of the Canada Green Building Council (CaGBC) and is a practitioner, as well as an educator and advocate of green building. Through volunteer engagement on various local, national and transnational green building committees and boards of directors, including the Canada, US and Cascadia Region Green Building Councils, Recollective is committed to help strengthen and grow the green building movement. As past LEED project application reviewers for the CaGBC, and with one of their partners being a LEED faculty member with the CaGBC, we have an in-depth knowledge of what's required for a successful LEED application.

For more information: www.recollective.ca

